



**FLAGSTAFF METROPOLITAN
PLANNING ORGANIZATION**
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FISCAL YEAR 2016 WORK PROGRAM AND BUDGET

Prepared by

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City of Flagstaff
Coconino County**

CFDA – FHWA: 20.205
CFDA - FTA:
5310/5311/5316/5317 – 20.513
5303 – 20.505

(1) Catalog of Federal Domestic Assistance (CFDA) Number – This is a data base of all federal programs available through State and Local government. If necessary, ADOT can provide this number;

FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO)

2015-2016 EXECUTIVE BOARD

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City of Flagstaff

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City of Flagstaff

Audra Merrick
Designee, St. Trans. Bd.
Flagstaff District
Arizona DOT

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City of Flagstaff
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Arizona DOT – Flagstaff District

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Sr. Transp. Planner
Arizona DOT, MPD

Adam Langford (designee)
Member
Planning Manager
No. Az Intergov. Public Transportation Authority

Rick Barrett
Member
City Engineer
City of Flagstaff

STAFF

David Wessel
MPO Manager

Martin Ince
Multimodal Planner

Dusty Rhoton
Administrative Specialist

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Chapter I

INTRODUCTION TO THE WORK PROGRAM (WP)

(1) A brief definition of the WP

The purpose of the Unified Planning Work Program (UPWP) is to outline multimodal transportation planning activities within a financially constrained budget to be conducted in the Flagstaff MPO planning area for a one or two year period. Federal definition of a Unified Planning Work Program (UPWP) is *“a statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area. At a minimum, a UPWP includes a description of the planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work, and the source(s) of funds”* (23CFR450.104).

(2) A description of the metropolitan area

The area covered by the FMPO approximates 525 square miles from Bellemont on the west, Kachina Village and Mountainaire on the south, Winona on the east, and the San Francisco Peaks on the north (see Figure 1). Jurisdictions include the City of Flagstaff, Coconino County, and the Arizona Department of Transportation. Cooperation with Northern Arizona Intergovernmental Public Transportation Authority (NAIPTA) and Northern Arizona University are routine.

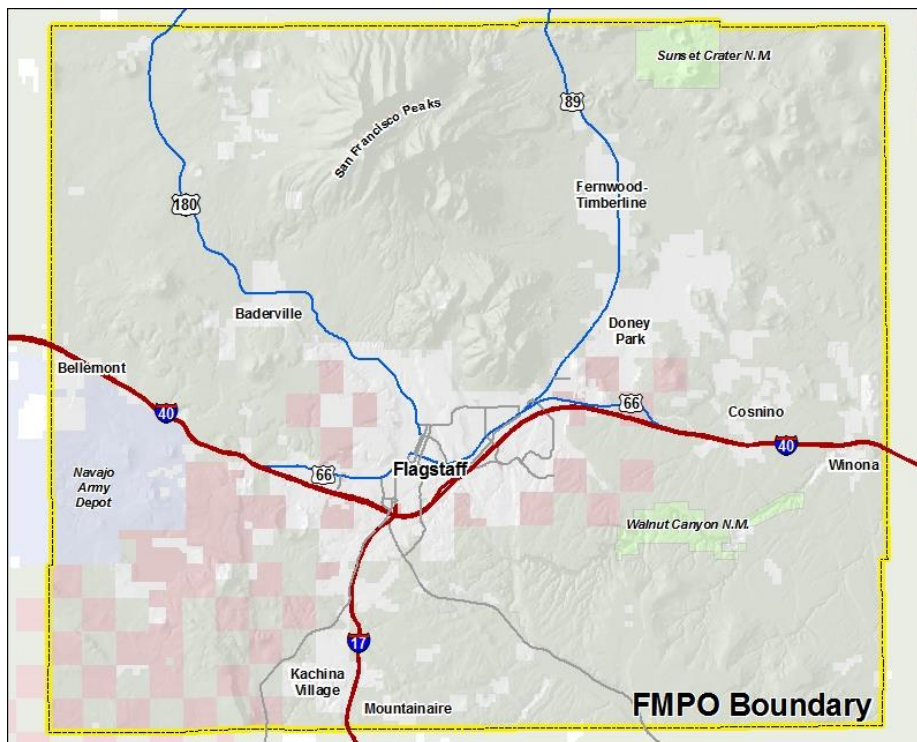


Figure 1. FMPO Planning Boundary

- (3) A current overview of the status of comprehensive transportation planning activities;

Comprehensive transportation planning is embodied primarily in the regional transportation plan, a mandated federal document. The *FMPO Flagstaff Pathways: 2030 Regional Transportation Plan* was adopted by the Executive Board in December 2009. The City of Flagstaff and Coconino County update to the regional comprehensive plan, *Flagstaff Regional Plan 2030*, was adopted by the City and County elected bodies in State Fiscal Year 2014 and was approved by voters in May 2014. FMPO played a coordinating and cooperative role.

- (4) A discussion of the planning priorities for the metropolitan area.

From 23 CFR 450.

- (1) Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency; **See tasks 401, 402, 603**
- (2) Increase the safety of the transportation system for motorized and non-motorized users; **See task 503**
- (3) Increase the security of the transportation system for motorized and non-motorized users; **Not a priority for this year's work program**
- (4) Increase accessibility and mobility of people and freight; **See tasks 501, 603, 802, 803, 804**
- (5) Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns; **See tasks 401, 402, 603, 802, 803, 804**
- (6) Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight; **Not a priority for this year's work program**
- (7) Promote efficient system management and operation; **See tasks 505, 601**
- (8) Emphasize the preservation of the existing transportation system. **See task 50X**
- (9) Livability and Sustainability (added by FHWA Arizona Division); **See tasks 601**
- (10) Climate Change (added by FHWA Arizona Division): **Not a priority for this year's work program**

From March 18, 2015 USDOT Letter on Planning Emphasis Areas

- MAP-21 Implementation: Transition to Performance-based Planning and Programming
FMPO will adopt and updated regional transportation plan that is supported by more than a dozen performance measures. These will have been employed at the scenario level, the system monitoring level and the project prioritization and selection level.

- **Regional Models of Cooperation**
A major focus of the public involvement effort supporting the regional transportation plan update will be identifying partnership opportunities.
- **Ladders of Opportunity**
The regional transportation plan is a multimodal plan with a full Title VI evaluation. In addition, a part of the work program is the Spine Route Study. It is anticipated to greatly improve service across the City when implemented.

Fiscal Constraint – Funding is limited and better information can lead to better decision making.

- (5) A description of the metropolitan transportation planning area and transportation related air quality planning activities, if applicable, anticipated in the area regardless of funding sources or agencies conducting air quality activities; and

The FMPO is currently in attainment for all regulated pollutants. An Air Quality Maintenance plan was developed by ADOT for Coconino County, in part due to haze at the Grand Canyon. The Environmental Protection Agency recently released requirements for power plants in the area to reduce their emissions. The FMPO will work closely with the City and County, both of whom are committed to sustainability, to incorporate recommended activities to protect air quality into the *Flagstaff Regional Plan 2030* and any related amendments to the FMPO RTP. FMPO will track developments with ozone regulations and will comply, if and when, they apply to the region.

Chapter II

ORGANIZATION AND MANAGEMENT

The Organization and Management section provides a narrative that discusses staffing roles and responsibilities of the MPO, employees of member agencies that assist the MPO, and the MPO's fiscal agent and legal counsel. It also identifies the cognizant agency (for audit purposes this means the Federal awarding agency that provides the predominant amount of direct funding to a recipient);

Staffing of the FMPO will consist of the following:

- **Manager:** Oversees day-to-day operations, supervises staff, prepares policy and program materials for consideration by the Technical Advisory Committee and the Executive Board.
- **Multi-modal Transportation Planner:** Liaison to City, County and ADOT regarding pedestrian, bicycle and transit planning and programming issues. Assists with project delivery for related projects. Supports the Manager as needed.
- **Administrative Assistant (part-time):** clerical duties, public outreach, website management, meeting logistics.
- **Other City of Flagstaff, Coconino County, ADOT and NAIPTA staff as necessary:** Beyond roles on the Technical Advisory and Management committees, ADOT, city and county staff frequently enjoin with FMPO staff to review large development projects, work out details for multimodal aspects of projects, coordinate on public outreach, and provide technical review of respective agency products. Staff most frequently involved from each agency include:
 - City of Flagstaff: Transportation Manager, Capital Improvements Engineer, Comprehensive Planner, Community Planner
 - Coconino County: County Engineer, Transportation Planner, Community Development staff
 - ADOT – Flagstaff District: District Engineer, Traffic Engineer
 - NAIPTA Transportation Planning Manager

Employees of member agencies will participate on FMPO working technical committees, subcommittees or task forces for data assemblage, summary, evaluation, and formulation of recommendations to be presented to the TAC, Management Committee and the EB.

The City of Flagstaff Finance Department serves as the fiscal agent for the FMPO, providing payroll, invoice payments, and bookkeeping records for reconciling FMPO revenue and expense reports. The FMPO maintains its own records on a daily basis to permit up-to-date billing, to document eligible reimbursements of state and federal funds.

The City of Flagstaff City Attorney serves as legal counsel for the FMPO.

FHWA, through ADOT, is the cognizant agency providing the predominant amount of funds. NAIPTA, the local public transit provider, is a designated recipient for FTA 5307 funds.

- (1) Identification of committee structure, including an Organization Chart:

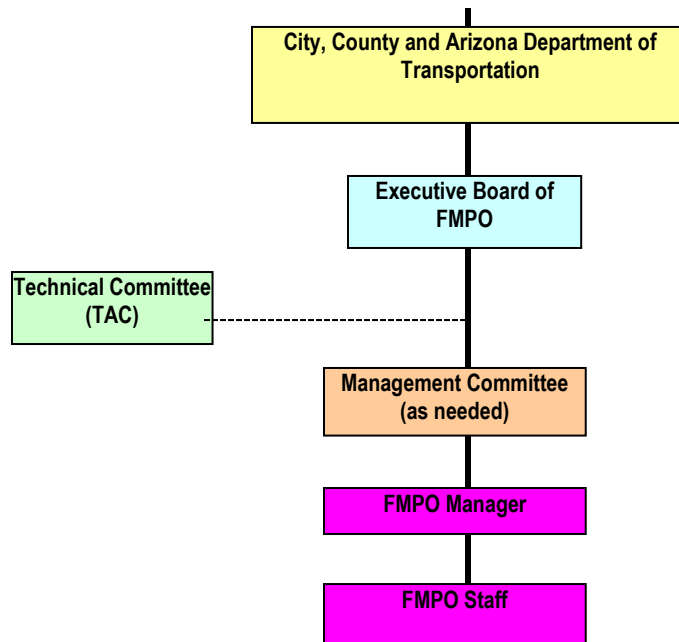
- **The FMPO Executive Board** consists of six elected or appointed officials, three from the Flagstaff City Council and two from Coconino County Board of Supervisors; one member from the ADOT State Transportation Board (who is appointed to the State Transportation Board by the Governor of the State of Arizona); and one ex-officio non-voting representative each from the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA) and Northern Arizona University (NAU). It is the function of the Executive Board to act as a policy body coordinating and directing transportation planning, implementation thereof (as authorized by the Executive Board), and related activities within the overall regional comprehensive planning process.
- **The FMPO Management Committee** consists of Managers from the City of Flagstaff and Coconino County and the ADOT Director of the Multimodal Planning Division. Additional organizations may be added in the future by Executive Board Directive for voting or ex-officio non-voting status. Each ex-officio member must be approved by her/his respective agency. This group meets on an as-needed basis.

The Management Committee has authority and responsibility to advise the FMPO Manager and the Executive Board through the Manager. The Management Committee has limited supervisory responsibility of the FMPO Manager including provision of annual performance review and salary recommendations to the Executive Board. The Management Committee will work closely with the Manager on the coordination of FMPO work program with the member agency programs to assure appropriate levels of staff resources are available.

- **The FMPO Technical Advisory Committee (TAC)** is composed of technical and/or managerial staff representatives from each of the participating agencies and NAIPTA. In addition, there may be one or more ex-officio non-voting representative each from the FHWA, FTA, and Northern Arizona University. Additional organizations may be added in the future by Executive Board directive for voting or ex-officio non-voting status. Each ex-officio non-voting member must be approved by her/his respective agency.

The TAC has authority and primary responsibility to conduct technical reviews and analyses regarding all work activities of the UPWP, and any related issues as specified by the FMPO's Executive Board, and to so advise the Executive Board on appropriate actions to be taken. The TAC works closely with the FMPO staff, providing guidance and direction for development of the annual UPWP/Budget and work activities defined therein.

Figure 2. FMPO Organizational Chart



(2) Identification and discussion of operational procedures and bylaws.

The FMPO Operating Procedures and Charter were amended on September 26, 2012 and identify the roles and responsibilities of the Executive Board, Management Committee and Technical Advisory Committee. They further define officers, voting members, and quorum requirements. They may be found at the FMPO website, www.flagstaffmpo.org.

(3) Discussion of appropriate agreements;

The FMPO is formed through an intergovernmental agreement between the City and County. It is a quasi-independent organization hosted by the City of Flagstaff. As such, FMPO, or the City on its behalf, has entered into the following agreements in order to satisfy federal requirements and clearly define operational relationships:

- a) JPA 11-085 with the Arizona Department of Transportation
- b) Memorandum of Understanding with Northern Arizona Intergovernmental Public Transportation Authority regarding planning and programming of transit funds, March 2010. See the appendices.

(4) Forms, certifications, and assurances

FMPO through its host agency, the City of Flagstaff, will comply with all federal, state and local laws. All federal certifications and assurances are provided in the annually adopted Transportation Improvement Program.

Chapter III FUNDING DESCRIPTION & BUDGET SUMMARY

The Arizona Department of Transportation (ADOT) is the designated recipient of the Federal-aid Highway funds used for planning and research purposes. As the designated recipient of the planning funds ADOT has the responsibility and the authority under **49 CFR Part 18** (Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments) to oversee all activities funded under the Federal-aid Program by the subrecipients of these funds. ADOT's oversight responsibilities include but are not limited to overall work plan reviews, invoice billing review and approval, TIP certification, air quality reviews, and quality assurance and quality control of traffic data. WPs are funded primarily with PL funds; however, a MPO may use other eligible funds for their WP. This section describes the types of funding sources used for planning.

- (1) **Metropolitan Planning (PL) Funds:** Federal planning funds can be used for up to 94.3% of a project, with a required 5.7% match typically provided by local governments. The distribution of the PL Funds is accomplished through a formula developed by ADOT in consultation with the MPOs and must be approved by the FHWA.
- (2) **Statewide Planning and Research (SPR) Funds:** SPR funds are federal dollars from the State Planning and Research Program administered by the Arizona Department of Transportation. Some SPR funds may be allocated to the MPO to help plan for the non-urbanized portion of the MPO. A 20% match is required and must be provided by the local jurisdiction, depending on the project.
- (3) **Surface Transportation Program (STP) Funds:** STP is a federal-aid highway flexible funding program that funds a broad range of surface transportation capital needs including roads, transit, airport access, vanpool, and bicycle and pedestrian facilities. Transit related planning, research, and development activities are also eligible uses of STP funds. STP apportionment may be shared by ADOT with other Council of Governments (COG) and all MPO's less than 200,000 population, though this action is discretionary and not required by current Transportation legislation.
- (4) **Federal Transit Administration Funding:** FTA funds are secured annually through the FTA Metropolitan Planning Program Section 5303. FTA funds are designated for transit planning and research activities. The funds require a 20% local match, which is typically provided by the local governments. In addition, other federal or state funding that is not specifically designed for planning activities can be allocated for planning purposes. In those cases, those funds such as FTA Section 5307 need to be shown in the budget tables.
- (5) **Matching Funds:** In order to secure federal funds, the state and/or local government must place matching funds on a project.

- (6) **In-kind (Soft Money) Contribution with Description:** The value of third party in-kind contributions may be accepted as the match for federal funds in accordance with the provisions of 49 CFR 18.24(a)(2), and may be applied on either a total planning work program basis or for specific line items.
- (7) **Highway Safety Improvement Program (HSIP) Funds:** HSIP is a federal funding source dedicated to systematic improvement of safety conditions on state and local roads. HSIP funds may be used for planning purposes provided such activities are identified in the work program and transportation improvement program. The funds require a 5.7% match.
- (8) **Carry-forward;** Carry-forward funds occur when a MPO does not obligate all available eligible funds in the current and/or prior fiscal years or if it has de-obligated funds that have been obligated previously

BUDGET SUMMARY TABLES

The following budget tables identify agency participation and funding sources.

TABLE 1: Revenue Summary: Table 1 provides a summary of all funding sources and revenues, including carry forward, anticipated by the Flagstaff MPO for FY 2015.

Flagstaff Metropolitan Planning Organization 2015-2016 UPWP/B - Revenue Assumptions						
Revenue Source		FY16 Appropriations	FY16 OA	FY14 OA Carry Forward	FY15 OA Carry forward	Total FY16 OA
FHWA-PL		110,000	103,290			103,290
ADOT-SPR		125,000	117,375			117,375
FTA-5303		36,348	36,348		18,550	54,898
FTA-5304					200,000	200,000
FHWA-STP O&M Study					215,000	215,000
FHWA-STP RTP Outreach						-
FHWA-STP Freight Study					-	-
FHWA-STP Traffic Data			25,000		-	25,000
FHWA-STP GIS Temp Staff & Equip			60,000		-	60,000
FHWA-STP LED Light Research					100,000	100,000
FHWA-STP Milton Road Study					16,450	16,450
Subtotal Federal Funds						892,013
City of Flagstaff - Transportation Tax		22,500				22,500
City of Flagstaff - Interdivisional funds		45,660			41,000	86,660
Coconino County		5,000				5,000
NAIPTA					50,000	50,000
Total FY 16 funding		344,508	342,013	-	591,000	1,056,173

TABLE 2. WP Budget identifies participating agencies with respect to funding commitments by task with line and column totals.

Table 2: FMPO FY 2016 FUNDING BY WORK TASK AND FUNDING SOURCE

		PL FUNDS	PL MATCH 5.70%	SPR Funds	SPR MATCH 20%	FTA FUNDS	FTA MATCH 20%	STP FUNDS	STP MATCH 5.70%	SPR/PL/FTA IN KIND	MEMBER CONTRI- BUTIONS	FY 2016 TOTAL
	Required Match Rate											
TASK	TITLE											
100	PROGRAM ADMINISTRATION	74,771	4,520	11,820	2,955	36,647	9,162	32,733	1,979	726	27,863	184,558
200	DATA COLLECTION	0	0	30,758	7,690	0	0	62,790	3,795	4,842	1,194	99,585
300	TRANSPORTATION IMPROVEMENT PROGRAM	4,148	251	0	0	767	192			251	298	5,464
400	LONG RANGE TRANSPORTATION PLAN	5,721	346	56,009	14,002	9,385	2,346	16,084	972	13,228	33,004	133,431
500	SPECIAL PROJECT PLANNING	7,140	432	9,622	2,405	16,422	4,106	303,646	18,354	22,637	10,031	369,498
600	REGIONAL PLANNING	1,110	67	9,117	2,279	0	0	1,110	67	0	43,296	54,633
700	PUBLIC PARTICIPATION PLAN (PPP)	11,516	696	0	0	0	0	0		90	606	12,212
800	PUBLIC TRANSPORTATION PLANNING	0	0	0	0	191,849	47,962	0	0	1,669	47,962	241,480
900	ENVIRONMENTAL OVERVIEW	0	0	0	0	0	0	0	0	0	0	0
1000	CAPITAL EXPENDITURES	0	0	0	0	0	0	0	0	0	0	0
	TOTAL	104,405	6,311	117,327	29,332	255,070	63,768	416,362	25,167	43,443	164,255	1,100,861
	Total Match Required - All funds		124,577									
	Total Match Provided - All funds		164,401									

TABLE 3: FMPO FY 16 OPERATING COSTS BY ELEMENT

TASK	WORK ELEMENT	EXPENSES			TOTAL COSTS
		Salaries & Benefits	Direct Expenses	Other*	
100	ADMINISTRATION	\$76,543	\$19,525	\$88,395	\$184,463
200	DATA COLLECTION	\$11,943	\$0	\$82,800	\$94,743
300	TRANSPORTATION IMPROVEMENT PROGRAM	\$4,263	\$950	\$0	\$5,213
400	LONG RANGE TRANSPORTATION PLAN	\$75,893	\$0	\$44,309	\$120,203
500	SPECIAL PROJECT PLANNING	\$24,861	\$0	\$322,000	\$346,861
600	REGIONAL PLANNING	\$53,523	\$0	\$0	\$53,523
700	PUBLIC PARTICIPATION PLAN	\$12,122	\$0	\$0	\$12,122
800	PUBLIC TRANSPORTATION	\$9,811	\$0	\$230,000	\$239,811
900	ENVIRONMENTAL OVERVIEW	\$0	\$0	\$0	\$0
1000	CAPITAL EXPENDITURES	\$0	\$0	\$0	\$0
TOTAL		\$268,960	\$20,475	\$767,504	\$1,056,939

* Administration "Other" includes indirect expenses \$83,395

TABLE 4: FMPO FY 16 DIRECT EXPENSE BY WORK ELEMENT

TASK	WORK ELEMENT	EXPENSES					TOTAL
		Travel & Training	Supplies & Printing	Ads, Notices & Postage	Technology	Membership	
100	ADMINISTRATION	\$11,000	\$3,800	\$1,225	\$2,500	\$1,000	\$19,525
200	DATA COLLECTION						\$0
300	TRANSPORTATION IMPROVEMENT PROGRAM		\$200	\$750			\$950
400	LONG RANGE TRANSPORTATION PLAN						\$0
500	SPECIAL PROJECT PLANNING						\$0
600	REGIONAL PLANNING						\$0
700	PUBLIC PARTICIPATION PLAN		\$0	\$0			\$0
800	PUBLIC TRANSPORTATION						\$0
900	ENVIRONMENTAL OVERVIEW						\$0
1000	CAPITAL EXPENDITURES						\$0
TOTAL		\$11,000	\$4,000	\$1,975	\$2,500	\$1,000	\$20,475

TABLE 5: FMPO STATE AND LOCAL FUNDING SOURCES OVER TIME

Detail of State and Local Funding Sources			WP FY 2016	
State Funding Sources				
Agency	FY 2015	2016	2017	2018
NONE				
Regional/Local Dues				
Agency	FY 2015	2016	2017	2018
City of Flagstaff: General fund	\$22,493	\$22,493	\$22,493	\$22,493
City of Flagstaff: Bike/Ped Tax				\$36,839
Coconino County	\$5,000	\$5,000	\$5,000	\$5,000
Coconino County (special)	\$0	\$0	\$0	\$0
NAIPTA (special)		\$75,000		
Total	\$27,493	\$102,493	\$27,493	\$64,332
In-Kind 2015				
Agency	hours	value		
Planning partners: City of Flagstaff	1000	\$35,000		
Planning partners: Coconino County	400	\$14,000		
Planning partners: NAIPTA	300	\$10,500		
Total	1,700	59,500		

Chapter IV

MPO WORK ELEMENTS

The MPO Work Elements Section consists of descriptions of the major work products and tasks the FMPO proposes to undertake.

Work Element 100: Administration

Description

The administration section describes task functions required to manage the transportation planning process on a continual basis including program administration, development, review and reporting, anticipated staff development and an annual audit as required by **23 CFR 420.121(c)**. The annual audit shall be performed in accordance with **49 CFR 18.26, and OMB Circular A133**

Purpose

Administer the MPO and its work program in a manner that:

1. Maintains the region's eligibility to receive federal transportation capital and operating assistance, and
2. Provides a continuous, cooperative, and comprehensive transportation planning process throughout the region.

FY 2015 Accomplishments

- This is a continuing work activity. Routine activities listed for FY 2016 were achieved in FY 2015.
- Hired new Administrative Specialist, managed four-months with temporary employee

FY 2016 Activities (Responsible Agency)

- Manage the implementation of tasks within the FY 2016 WP. (MPO)
- Prepare and review requests for proposals, contracts, quarterly progress reports and invoices, maintain membership lists, prepare meeting agendas, maintain and update a website, and record meeting minutes. (MPO)
- Monitor best practices for transportation planning through industry associations such as TRB, AMPO, APTA, AASHTO, etc. (MPO)
- Participate in meetings, workshops and conferences in order to stay current on innovative planning techniques. (MPO, ADOT)
- Host or co-host/ sponsor symposiums or summits on current regional issues for outreach and/or education purposes. (MPO)
- Assist member jurisdictions with MPO related activities, including orientation sessions. (MPO)
- Make changes in the planning process as a result of changes to Transportation legislation that may occur during the fiscal year. (MPO)
- Prepare annual Title VI Report for submission to ADOT. Respond to FY 15 findings. (MPO)
- Prepare the Fiscal Year 2017 Work Program. (MPO)
- Work with the MPO to establish administrative, contractual, technical and review procedures and agreements to fulfill the UPWP (ADOT)

End Products (Schedule)

- An ongoing transportation planning program through the execution of the tasks outlined in the work program (ongoing);
- Purchase technology equipment to assist in program administration (as needed);
- Regular Technical Advisory Committee, Management Committee (as needed) and Executive Board meetings (monthly);
- Quarterly invoices and progress reports (November, February, May, August);
- Annual Title VI Report (May);
- FY 2017 Work Program (Draft – March / Adoption - May).

Budget

Administration		Funding Program													
		FHWA			FHWA			FHWA			FTA				
Subtask	Description	PL	Local Cash	In-kind	SPR - MPO	Local Cash	In-kind	SPR - ADOT	Local Cash	In-kind	5303	Local Cash	In-kind	Total	
101	General Admin - Staff ALI 44.21.00	\$ 37,940	\$ 2,594	\$ -	\$ 2,594	\$ -	\$ 648	\$ -	\$ -	\$ -	\$ 15,564	\$ 5,188	\$ -	\$ 64,528	
102	Contracts ALI 41.21.00	\$ 14,580	\$ 3,645	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,225	
103	Meetings - Staff	\$ 4,522	\$ 1,130	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,652	
104	Title VI Report - Staff	\$ 5,201	\$ 578	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,779	
105	Reauthorization - Staff ALI 41.21.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,048	\$ 185	\$ 77	\$ 1,310	
106	Commodities	\$ 4,410	\$ 1,260	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,670	
107	Indirect ALI 41.21.00	\$ 8,119	\$ 2,490		\$ 9,226	\$ 1,660		\$ -	\$ -	\$ -	\$ 20,035	\$ 1,660		\$ 83,395	
	Sub TOTAL	\$ 74,771	\$ 11,698	\$ -	\$ 11,820	\$ 1,660	\$ 648	\$ -	\$ -	\$ -	\$ 36,647	\$ 7,033	\$ 77	\$ 184,558	
		FHWA													
Subtask	Description	STP	Local Cash	In-kind											
107	Indirect ALI 41.21.00	\$ 32,733	\$ 7,471	\$ -											

Local Match Sources

- \$14,100 provided by the City of Flagstaff and Coconino County general fund contributions.
- \$10,700 of in-kind match from local agency staff in attendance at FMPO committee and staff meetings.
- Local funds will be used to pay for non-eligible expenses.

Technology Purchases: No major technology purchases expected this year.

Consultant Activities: \$1,500 for organization, hosting, or sponsoring regional symposiums/ summits.

Work Element 200: Data Collection

Description

Maintain a current inventory of data to support transportation planning and facility/system design. Monitor congestion and changes in travel patterns in the region. The following information should be part of the Task Sheet for Data Collection:

Purpose

Collect, analyze and report on data that

- 1) Meets federal and state mandates; and
- 2) Supports the approved work program

FY 2015 Accomplishments

- Coordinated HPMS data update with ADOT – uploaded archived traffic counts to ADOT TDMS site
- Worked successfully with ADOT to effect functional classification changes related to the NHS
- Model Update as part of the Regional Transportation Plan Technical Update contract including bike assignment module

FY 2016 Activities (Responsible Party)

- Collect and report the required data for all universe road and street section records in the HPMS database that are functionally classified above local (FMPO)
- Maintain a current inventory of the FMPO's functional classification of roadways and urban boundaries, according to federal regulations and state procedures. (FMPO)
- Monitor performance measures, including those related to greenhouse gases and other emissions (FMPO – in coordination with City of Flagstaff)
- Annual update of demographic data (FMPO in coordination with City, County and Department of Commerce)
- Regional Transportation Model update including land use and network updates.

FY 2016 End Products (Schedule)

- General data collection (variable)
- HPMS Data Entry (April 15)
- Functional Classification reports (as needed)
- Annual Mobility Report Card (June)
- Annual demographics report (June)

Budget

200 - Data Collection		Funding Program												
		FHWA			FHWA			FHWA			FTA			
Subtask	Description	PL	Local Cash	In-kind	SPR - MPO	Local Cash	In-kind	SPR - ADOT	Local Cash	In-kind	5303	Local Cash	In-kind	Total
201	Data collection - Staff	\$ -	\$ -	\$ -	\$ 2,103	\$ 234	\$ 292	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,629
202	HPMS Entry	\$ -	\$ -	\$ -	\$ 1,110	\$ 123	\$ 154	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,387
203	Model Update	\$ -	\$ -	\$ -	\$ 4,322	\$ 480	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,403
212	Data analysis - staff	\$ -	\$ -	\$ -	\$ 3,213	\$ 357	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,570
		FHWA												
		STP	Local Cash	In-kind										
211	Traffic Counts - Cont.	\$ 2,990	\$ -	\$ 181	\$ 20,010	\$ -	\$ -			\$ -				\$ 23,181
212	Data analysis - Temps	\$ 59,800	\$ -	\$ 3,615	\$ -	\$ -	\$ -			\$ -				\$ 63,415
	TOTAL	\$ 62,790	\$ -	\$ 3,795	\$ 30,758	\$ 1,194	\$ 1,047	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 99,585

Local Match

- \$1200 in cash from local general funds will be used to match SPR dollars for general data collection.
- \$4800 of in-kind donations will be gathered from the TAC members during model review from city and county staff during data collection and entry.

Technology Purchases

- Part of Activity 212 Data Analysis – Temps may include \$15,000 in hardware and software purchases

Consultant Activities

- \$23,000 for traffic data collection TRACK AS SEPARATE PROJECT, COMBINE INVOICE WITH ALL S.T.P. PROJECTS
- \$59,800 in one-year contract GIS-Analyst position
 - NOTE: Alternatives to this position may be a consultant contract, multiple intern hires or a shift of STP funds to a construction project

Work Element 300: Transportation Improvement Program (TIP)

Description

In cooperation with the State and regional public transit operators prepare and update a TIP no less than once every four years. The TIP shall include all projects requiring FHWA and FTA approval; include a priority list of projects to be carried out in the first four (4) years; identify each project or phase; identify carry-forward funding, identifying funding source(s), and be financially constrained.

Purpose

To create a TIP that:

- 1) Provides a reasonable opportunity for public comment.
- 2) Supports the policies of the FMPO Regional Transportation Plan
- 3) Coordinates local capital programs

2015 Accomplishments

- TIP submitted on schedule – NOTE: FMPO may elect to operate off of existing TIP and not produce a FY2016-2020 TIP.
- Coordination with FHWA, FTA, ADOT and members to achieve amendments related to safety, transit, and prospective economic recovery funding

2016 Activities (Responsible Party)

- Release call for projects (FMPO)
- Draft and Final TIP (FMPO)
 - Fiscal constraint review (FMPO, NAIPTA)
- Incorporation of TIP into STIP (ADOT)

2016 End Products (Schedule)

- Call for projects advertisement and posting (March)
- Draft TIP (May)
- Public Comment Period advertisement and posting (May)
- TIP Adoption (June)

Budget

300 - TIP		Funding Program												
		FHWA			FHWA			FHWA			FTA			
Subtask	Description	PL	Local Cash	In-kind	SPR - MPO	Local Cash	In-kind	SPR - ADOT		Local	5303	Local Cash	In-kind	Total
300	T.I.P. - General ALI 44.25.00	\$ 1,875	\$ -	\$ 113	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 222	\$ 86	\$ -	\$ 2,296
301	T.I.P. - Staff ALI 44.25.00	\$ 2,273	\$ -	\$ 137	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 546	\$ 212	\$ -	\$ 3,168
	TOTAL	\$ 4,148	\$ -	\$ 251	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 767	\$ 298	\$ -	\$ 5,464

Local Match

- Approximately \$600 in local cash
-

Technology Purchases: None

Consultant Activities: None

Work Element 400: Long-Range Transportation Plan (LRTP)

Description

Update the Long-range Transportation Plan (LRTP) every 5 years in air quality attainment areas covering at least a 20-year planning horizon and including long-range and short-range strategies that lead to an integrated intermodal plan; a financial plan that compares estimated revenues with costs of construction, maintenance, capital purchases and operations; considering the planning factors, and providing an opportunity for public participation.

Purpose

To provide the long-term vision and direction for short and mid-term actions and capital investments.

2015 Accomplishments

- Successfully supported the *Flagstaff Regional Plan 2030*
- Successfully completed the *FMPO Regional Transportation Plan Technical Update*

2016 Activities (Responsible Party)

- *FMPO Regional Transportation Plan 2009 Update*
 - Launch and complete the public outreach effort for the formal RTP update
 -

2016 End Products (Schedule)

- *FMPO RTP Update* public outreach – (June - January)
- *FMPO RTP Document* (January-March)

Budget

400 - Long Range		Funding Program												
		FHWA			FHWA			FHWA			FTA			
Subtask	Description	PL	Local Cash	In-kind	SPR - MPO	Local Cash	In-kind	SPR - ADOT		Local	5303	Local Cash	In-kind	Total
400	LRTP General	\$ 3,329	\$ 370	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,698
403	RTP - Staff ALI 44.23.01	\$ -	\$ -	\$ -	\$ 26,197	\$ 1,746	\$ 4,803	\$ -	\$ -	\$ -	\$ 4,541	\$ 2,445	\$ -	\$ 39,732
404	RTP Outreach - Staff ALI 44.23.01	\$ -	\$ -	\$ -	\$ 29,813	\$ -	\$ 7,453	\$ -	\$ -	\$ -	\$ 4,845	\$ 2,609	\$ -	\$ 44,719
414	RTP Outreach - Contract	\$ 2,392	\$ 25,834	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,226
		FHWA			FHWA			FHWA			FTA			
Subtask	Description	STP	Local Cash	In-kind	SPR - MPO	Local Cash	In-kind	SPR - ADOT		Local	5303	Local Cash	In-kind	Total
414	RTP Outreach - Contract	\$ 16,084	\$ -	\$ 972	\$ -		\$ -			\$ -			\$ -	\$ 17,056
	TOTAL	\$ 21,804	\$ 26,203	\$ 972	\$ 56,009	\$ 1,746	\$ 12,256	\$ -	\$ -	\$ -	\$ 9,385	\$ 5,054	\$ -	\$ 133,431

Local Match

- \$33,000 in local general funds will be used to supplement these activities.
- \$13,200 of in-kind match from City and County long-range planning staff will be accounted for.

Technology Purchases

- None.

Consultant Activities

- \$43,000 in RTP public outreach (carried forward from FY15) TRACK SEPARATE, COMBINED INVOICE

Work Element 500: Special Project Planning

Description

This Work Element will cover all projects that do not fit into the other work elements.

Purpose

To provide or develop unique analysis or tools that will assist the FMPO and their member agencies in the resolution of existing transportation challenges or to advance regional planning. Projects include:

2015 Accomplishments

- *Streets Operations & Maintenance Efficiency Study* (City of Flagstaff – support by Coconino County, FMPO) – RFP released.
- *Milton Road Microsimulation Operations Alternatives Analysis* – Significant evaluation of alternatives completed. Deferred final analysis to coordinate with newly introduced Transit Spine Route Study. Change order to complete timing plans for immediate implementation.
- *Other*
 - *Dark Skies LED Light Research* – Released RFP
 - *2015 Arizona Rural Transportation Summit* – Hosted successful summit that attracted over 250 participants and a dozen sponsors.

2016 Activities (Responsible Party)

- *Safety Program Process Administration and Project Development* – ongoing (FMPO)
- *Milton Road Microsimulation Operations Alternatives Analysis* – Complete (FMPO)
- *Milton Road Corridor Study support* – assist the City of Flagstaff with a corridor study for all or part of the Milton Corridor pending grant award status
- *Streets Operations & Maintenance Efficiency Study* (City of Flagstaff – support by Coconino County, FMPO)
- *Dark Skies LED Research* - (City of Flagstaff)

2016 End Products (Schedule)

- O&M Manual (July 2016)
- Dark Skies Research & LED Lighting Recommendation (July 2016)
- Milton Operations Analysis Conclusions and PARA Corridor Study Recommendations (May 2016)

Budget

500 - Special Project Planning		Funding Program												
		FHWA			FHWA			FHWA			FTA			
Subtask	Description	PL	Local Cash	In-kind	SPR - MPO	Local Cash	In-kind	SPR - ADOT		Local	5303	Local Cash	In-kind	Total
500	General	\$ -	\$ -	\$ -	\$ 5,085	\$ 565	\$ 706	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,357
501	Milton Microsim - Staff	\$ -	\$ -	\$ -	\$ 2,318	\$ 148	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,466
503	Safety Program (HSIP)	\$ -	\$ -	\$ -	\$ 1,110	\$ 123	\$ 154	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,387
504	O&M Study support	\$ -	\$ -	\$ -	\$ 1,110	\$ 123	\$ 154	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,387
505	Milton Corridor Study	\$ 7,140	\$ 7,140	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,280
		FHWA			FHWA			FHWA			FTA			
Subtask	Description	STP	Local Cash	In-kind	SPR - MPO	Local Cash	In-kind	SPR - ADOT		Local	5303	Local Cash	In-kind	Total
511	Milton Microsim. - Contract ALI 44.23.02	\$ 13,846	\$ 1,932	\$ -	\$ -		\$ -	\$ -		\$ -	\$ 16,422		\$ 4,106	\$ 36,306
514	O&M Study - Contract	\$ 197,800	\$ -	\$ 11,956			\$ -			\$ -			\$ -	\$ 209,756
516	Dark Skies-Research	\$ 92,000	\$ -	\$ 5,561						\$ -				\$ 97,561
	TOTAL	\$ 310,786	\$ 9,072	\$ 17,517	\$ 9,622	\$ 960	\$ 1,014	\$ -	\$ -	\$ -	\$ 16,422	\$ -	\$ 4,106	\$ 369,498

Local Match

- \$10,000 in general funds will be needed to support these activities
- \$23,000 of in-kind match from the Technical Advisory Committee review of each of the studies, relevant public works staff and operational personnel in the development of each study.

Technology Purchases: None

Consultant Activities

- Milton Micro-simulation Study (intersection design, access management, transit service) - \$32,500 carry forward from FY15 TRACK SEPARATE, COMBINED INVOICE
- Operations & Maintenance Study – \$215,000 in Surface Transportation Program funds from the TIP (carry forward from FY13). It is anticipated that the City of Flagstaff will be the sponsoring agency.
- Dark Skies Research, \$100,000 TRACK SEPARATE, COMBINED INVOICE

Work Element 600: Regional Planning

Description

Produce various regional, corridor, and sub-area planning studies within the region in consultation with the state, local, and transit operators.

Purpose

To integrate land use planning with MPO's transportation planning process to ensure the successful implementation of the MPO's Long-Range Transportation Plan.

2015 Accomplishments

- Initial draft regional trails master plan
- Completed *Regional Freight Strategy Initiative* – successfully implemented No. Az. Manufacturers Partnership as Freight Advisory Board

2016 Activities (Responsible Party)

- Traffic impact analysis supports as needed (City, FMPO) – it is anticipated that the City will be taking up much more of this effort. Staff will assist with further development of the *TIA Manual* including sections for multimodal analysis and proportional cost sharing.
- Transportation Impact Analysis Peer Exchange – application pending
- Regional trail planning (ongoing) – through the offices of the FMPO Multimodal Planner create regional trail and bicycle facility plans, develop facility standards, oversee trail system capital budgeting and provide guidance during project delivery. (FMPO, City)

2015 End Products (Schedule)

- Most products will be the property of other agencies. FMPO will work within their schedules.
- City of Flagstaff Division 75 – Flagstaff Urban Trails System capital budget (October – April)
- Regional Trails Master Plan (part of RTP update June)

Budget

600 - Regional Planning		Funding Program												
		FHWA			FHWA			FHWA			FTA			
Subtask	Description	PL	Local Cash	In-kind	SPR - MPO	Local Cash	In-kind	SPR - ADOT	Local Cash	In-kind	5303	Local Cash	In-kind	Total
601	Plan Review/TIA	\$ -	\$ -	\$ -	\$ 6,390	\$ 1,597	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,987
602	Planning Studies	\$ -	\$ -	\$ -	\$ 2,728	\$ 1,818	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,546
603	Regional Trails Planning	\$ -	\$ 39,757	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 39,757
604	Regional Freight Planning	\$ 1,110	\$ 123	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,233
	TOTAL	\$ 1,110	\$ 39,880	\$ -	\$ 9,117	\$ 3,416	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 53,523

Local Match

- \$40,000 in local general funds will support this element. Most of this is dedicated to regional trail planning and charged to the City capital planning program.

Technology Purchases:

- None

Consultant Activities:

- None

Work Element 700: Public Participation Plan

Description

Include provisions in the planning process to ensure the involvement of the public in the development of transportation plans and programs including the 25-year Long-Range Transportation Plan, the 4-year Transportation Improvement Program, and the annual Work Program per federal requirements.

Purpose

To ensure that the civil rights of all parties are protected through their opportunity to review and comment on the activities of the FMPO.

2015 Accomplishments

- Routine
- Participated in discussions with the Chamber and EcoNA on industry transportation and development needs

2016 Activities (Responsible Party)

- Transportation Improvement Program (FMPO)
- Unified Planning Work Program and Budget (FMPO)
- *Regional Transportation Plan* outreach (City, County, FMPO)
- Alternative Transportation Education Materials (FMPO)
- Amendments to the RTP (if needed) (FMPO)
- Many subtasks in elements 400, 500, 600 and 800 will have public participation tailored into them.

2016 End Products (Schedule)

- TIP (March – June)
- UPWP (October – May)
- RTP Update (July - March)

Budget

700 - Public Participation		Funding Program												
		FHWA			FHWA			FHWA			FTA			
Subtask	Description	PL	Local Cash	In-kind	SPR - MPO	Local Cash	In-kind	SPR - ADOT		Local	5303	Local Cash	In-kind	Total
701	Newsletter/Website	\$ 3,538	\$ 186	\$ 28	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,752
702	Public meetings	\$ 7,978	\$ 420	\$ 62	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,461
703	Public - contracts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ 11,516	\$ 606	\$ 90	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,212

Local Match

- \$600 of local funds will be used to support this effort.
- \$100 in in-kind match will be used to support this effort.

Technology Purchases

None

Consultant Activities

None

Work Element 800: Public Transportation Planning

Description

The MPO will provide increased emphasis on issues related to alternative modes and regional inter-modal connectivity including but not limited to:

- Local bus, express bus, and regional transit services;
- Pedestrian and bicyclist facilities/network;
- Commercial freight movers (truck, rail, and air);
- Connections between modes of travel;
- Maintaining the system in a state of good repair.

Purpose

These strategies will:

- Support economic vitality;
- Increase the safety of the transportation system;
- Increase accessibility and mobility;
- Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote local planned growth;
- Enhance the integration and connectivity of the transportation system;
- Promote efficient system management and operation;
- Emphasize the preservation of the existing transportation system

2015 Accomplishments

- Regional Human Services Transportation Coordination Plan
- ADOT FTA Grant Administration (5310, 5316, 5317)
- Worked with NAIPTA and ADOT to successfully secure \$300,000 Section 5304 grant and award Spine Route Study contract

2016 Activities (Responsible Party)

- *FMPO Regional Transportation Plan update* - multimodal circulation element (FMPO, City, County)
- Coordinate FTA Section 5303, 5307, 5310, 5316, and 5317 programs in Arizona and assist the MPO with matters pertaining to transportation, urban public transit, rail service, ridesharing, and transportation systems management. (ADOT)
- Coordinate with ADOT in matters pertaining to FTA Section 5303, 5310, 5316, and 5317 programs in the region. Including but not limited to announcing and publishing FTA Section 5303, 5310, 5311, 5316 and 5317 program related application workshops, panel

interviews, safety notices, and reporting requirements. Sponsor ADOT/FTA Section 5303, 5310, 5316, 5317 program related activities as appropriate. (MPO)

- *Coordinated Public Transit – Human Services Transportation Plan* (FMPO, NAIPTA, ADOT)
- *NAIPTA BRT Cross-Town Spine NEPA Study* – FMPO to supply support to NAIPTA as requested

2016 End Products (Schedule)

- *Coordinated Public Transit – Human Services Transportation Plan* (April)
- *BRT Cross-Town Spine Study* – (May)

Budget

800 - Public Transportation		Funding Program												
		FHWA			FHWA			FHWA			FTA			
Subtask	Description	PL	Local Cash	In-kind	SPR - MPO	Local Cash	In-kind	SPR - ADOT		Local	5303 / 5304	Local Cash	In-kind	Total
800	Public Transpo - General ALI 44.26.14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 986	\$ 247	\$ -	\$ 1,233
801	NAIPTA Coordination ALI 44.26.14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,739	\$ 935	\$ -	\$ 4,674
802	ADOT Transit Programs ALI 44.26.12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,952	\$ 488	\$ -	\$ 2,440
813	BRT Spine Study - Staff ALI 44.26.15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,171	\$ 293	\$ 1,669	\$ 3,133
813	BRT Spine Study - Contract ALI 44.26.15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 184,000	\$ 46,000	\$ -	\$ 230,000
	TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 191,849	\$ 47,962	\$ 1,669	\$ 241,480

Local Match

- NAIPTA is providing local match from the transit tax for the 5304 study
- All other local match is in-kind and supported by NAIPTA staff paid via local transit tax with the exception of \$2000 in local cash for general coordination.

Technology Purchases: None

Consultant Activities:

- *NAIPTA BRT Cross-Town Spine NEPA Study*. Approximately \$250,000 in carry forward effort.

Work Element 900: Environmental Overview

Description

To equip regional planning efforts to strive for compliance with a set of guiding livability principles established through a partnership of the EPA, the U.S. Department of Housing and Urban Development (HUD) and the U.S. Department of Transportation (DOT).

Purpose

Through coordination, help improve access to affordable housing, more transportation options, and lower transportation costs while protecting the environment in the FMPO community.

2015 Accomplishments

- Aspects of the *Regional Transportation Plan* includes many tools and processes to assess the interrelationship of housing, transportation and the environment. These will be utilized as appropriate in pursuit of this element.
- Cooperation with NAIPTA, City of Flagstaff, and NAU on planning pedestrian connections to the Mountain Link BRT

2016 Activities – generally programmed under other Work Elements (Responsible Party)

- *RTP*- procedures developed in the current RTP and new regional plan will be repeated and refined within the context of this study. (City, County,
- Integration of RTP recommendations into local zoning, subdivision, and engineering standards (FMPO, City, County)

2016 End Products (Schedule)

- *Regional Transportation Plan* (June)
- Amended local ordinances (ongoing)

Budget

900 - Environmental Overview		Funding Program												
		FHWA			FHWA			FHWA			FTA			
Subtask	Description	PL	Local Cash	In-kind	SPR - MPO	Local Cash	In-kind	SPR - ADOT		Local	5303	Local Cash	In-kind	Total
900	Integrated activities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL													

Local Match

- Not applicable

Technology Purchases

- None

Consultant Activities

- None

Work Element 1000: Capital Expenditures

Description

The purchase of capital equipment in excess of \$5,000 or more per unit. The work of the Multimodal Planner on capital programs within the City trail program.

Purpose

To assure the FMPO is equipped to fulfill its mission and service.

2015 Accomplishments

➤ N/A

2016 Activities (Responsible Party): None.

2016 End Products (Schedule): None.

Budget

1000 - Capital Programming		Funding Program												
		FHWA			FHWA			FHWA			FTA			
Subtask	Description	PL	Local Cash	In-kind	SPR - MPO	Local Cash	In-kind	SPR - ADOT		Local	5303	Local Cash	In-kind	Total
1000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL													

Local Match

n/a

Technology Purchases

n/a

Consultant Activities

n/a

APPENDICES & REFERENCES

MPO WORK ELEMENTS

The MPO Work Elements Section consists of descriptions of the major work products and tasks the FMPO proposes to undertake

100. Administration

The administration section describes task functions required to manage the transportation planning process on a continual basis including program administration, development, review and reporting, anticipated staff development and an annual audit as required by **23 CFR 420.121(c)**. The annual audit shall be performed in accordance with **49 CFR 18.26, and OMB Circular A133**.

200. Data Collection

Maintain a current inventory of data to support transportation planning and facility/system design. Monitor congestion and changes in travel patterns in the region. The following information should be part of the Task Sheet for Data Collection:

Highway Performance Monitoring System (HPMS) Data

Collect the following data for all universe road and street section records in the HPMS database that are functionally classified above local;

Name of road and beginning and ending termini;

Jurisdiction responsible for ownership;

Jurisdiction responsible for maintenance;

Facility type (one-way/two-way road or street);

Section length (mileage);

Number of through lanes;

Type of surface;

Raw 24 hour traffic counts, factored average annual daily traffic (AADT) volumes, or AADT volume estimates. Traffic counts should be collected on every section in a three year cycle. If reporting raw traffic figures the month and date should be reported to.

For each member agency, update the following data for all roads and street records in the HPMS database that are functionally classified as Local.

Aggregate length in miles;

AADT Volume Range;

Type of surface, Paved or Unpaved.

Collect supplementary data items to update all sample section records in the HPMS database annually, as specified by the ADOT Data Management and Analysis Section.

Ensure all HPMS data is input into the HPMS Internet System for ADOT review:

The HPMS Internet System is a web-based application that provides a venue for which statewide member agencies will update and submit their HPMS data to ADOT through each respective COG office.

Coordinate with the ADOT Data Management and Analysis Section to receive and present training on data collection for local jurisdictions, by January of each year.

Notify ADOT GIS Section when modifications are suggested or needed to universe or sample section records as a result of project completions or other capital improvements.

Submit all required data listed above to the ADOT Data Management and Analysis Section by March 15. Adhere to other data element deadlines as specified by the ADOT Data Management and Analysis.

Maintain the computer hardware and software necessary to carry out this Work Element, as approved by ADOT and FHWA.

Functional Classification:

Maintain a current inventory of the COG region's functional classification of roadways and urban boundaries, according to federal regulations and state procedures.

Create and/or maintain an inventory of basic centerline data for federally functionally classified roads (collector and above classifications) over a three-year cycle, and update the inventory annually. Submit all data to the ADOT Data Management and Analysis/GIS Section.

Process proposed changes in classification through the ADOT Regional Planner and ADOT Data Management and Analysis/GIS Section. Based on roadway classification, verify that projects identified for the TIP are eligible for federal funding.

Air Quality Standards:

Coordinate with ADOT Data Management and Analysis/Air Quality staff to comply with requirements regarding nonattainment areas that do not meet the National Ambient Air Quality Standards. All regionally significant projects with a classification of minor arterial and above and some transit projects may require an air quality conformity analysis.

ADOT staff will provide guidance on the appropriate methodology and processes.

Data for Population Projections and Estimates:

Ensure that population data from the MPO region is collected according to requirements of the Arizona Department of Commerce.

Actively participate in the Department of Commerce Council for Technical Solutions and Arizona Futures Commission.

Work with local jurisdictions to ensure that data required for the preparation of population estimates and projections are collected and submitted to the Department of Commerce by the prescribed due date.

300. Transportation Improvement Program (TIP)

Each MPO, in cooperation with the State and its public transit operators will prepare and update a TIP no less than once every four years. The TIP shall include all projects requiring FHWA and FTA approval; include a priority list of projects to be carried out in the first four (4) years; identify each project or phase; identify carry-forward funding, identifying funding source(s), and be financially constrained. FTA funded projects shall include the FTA line item identification. The TIP development process must provide a reasonable opportunity for public comment. Highway and transit projects must be selected in accordance with the specific funding programs.

400. Long-Range Transportation Plan (LRTP)

Title 23 CFR 450, Subpart C, addresses metropolitan planning requirements. Each MPO must update the Long-range Transportation Plan (LRTP) every 4 years in air quality non-attainment or maintenance areas, or every 5 years in air quality attainment areas. The LRTP must: cover at least a 20-year planning horizon, include long-range and short-range strategies that lead to an integrated intermodal plan; include a financial plan that compares estimated revenues with costs of construction, maintenance, capital purchases and operations; consider the planning factors, and provide an opportunity for public participation.

500. Special Project Planning

This Work Element will cover all projects that do not fit into the elements listed here.

600. Regional Planning

MPOs should undertake various regional, corridor, and sub-area planning studies within the region in consultation with the state, local, and transit operators in an effort to integrate land use planning with MPO's transportation planning process to ensure the successful implementation of the MPO's Long-Range Transportation Plan.

700. Public Participation Plan (PPP)

Federal legislation requires MPOs to include provisions in the planning process to ensure the involvement of the public in the development of transportation plans and programs including the 25-year Long-Range Transportation Plan, the 4-year Transportation Improvement Program, and the annual Work Program. The PPP shall require that members of the public are given at least seven (7) days to review and comment on the draft work program. Following that review period, at least one Public Hearing will be held prior to the adoption of the work program. The MPO will use local and regional newspapers to notify the public of the seven day review period and date, times, and location of the public hearing. Copies of the draft WP will be posted on the MPOs website.

800. Public Transportation Planning

The MPO will develop a transportation plan for its metropolitan planning area every 4 years and update appropriately taking into consideration projects and strategies that will:

- Support economic vitality;
- Increase the safety of the transportation system;
- Increase accessibility and mobility;
- Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote local planned growth;
- Enhance the integration and connectivity of the transportation system;

Promote efficient system management and operation;
Emphasize the preservation of the exiting transportation system.

The MPO will provide increased emphasis on issues related to alternative modes and regional inter-modal connectivity including but not limited to:

- Local bus, express bus, and regional transit services;
- Pedestrian and bicyclist facilities/network;
- Commercial freight movers (truck, rail, and air);
- Connections between modes of travel;
- Maintaining the system in a state of good repair.

900. Environmental Overview

On June 16, 2009, EPA joined with the U.S. Department of Housing and Urban Development (HUD) and the U.S. Department of Transportation (DOT) to help improve access to affordable housing, more transportation options, and lower transportation costs while protecting the environment in communities nationwide. Through a set of guiding livability principles and a partnering agreement that will guide the agencies efforts, this partnership will coordinate federal housing, transportation, and other infrastructure investments to protect the environment, promote equitable development, and help to address the challenges of climate change.

Livability Principles

- Provide more transportation choices.
- Promote equitable, affordable housing.
- Enhance economic competitiveness.
- Support existing communities.
- Coordinate and leverage federal policies and investment.
- Value communities and neighborhoods.

1000. Capital Expenditures

FHWA will, on a case-by-case basis, allow MPOs to purchase equipment as a direct expense with PL funds. Equipment is defined as any tangible, nonexpendable personal property having a useful life of more than one year and an acquisition cost of greater than \$5,000 or more per unit. Approval by the FHWA and ADOT is not required for equipment costs under \$5,000. However, these items should be programmed and itemized in the applicable WP tasks along with the associated local match. All proposed equipment purchases must comply with **49 CFR 18.32 and 18.33**, and the Federal Office of Management and Budget **Circular A-87**, Cost Principles for State, Local and Indian Tribal Governments. As well as, ADOT policy **FIN-11.08** Federal Property Management Standards.



MEMORANDUM OF UNDERSTANDING

By and Between
The Northern Arizona Intergovernmental Public Transit Authority
And
The Flagstaff Metropolitan Planning Organization

Regarding
Ongoing transit planning for the purpose of programming federal transit funding

The purpose of the memorandum of understanding is to define the roles and responsibilities for transit planning within the planning boundaries of the Flagstaff Metropolitan Planning Organization (FMPO) as exercised by the (FMPO) and the Northern Arizona Intergovernmental Public Transportation Authority (NAIPTA). This MOU supersedes the MOU signed between the agencies in 2008. This MOU is intended to achieve compliance with 23 CTR 450.314.

Section 1 – Communication

NAIPTA and FMPO enjoy and rely upon a cooperative relationship at the staff, management, and policy levels to achieve successful planning, programming and operations for transit services in the region. The managers of these respective organizations accept responsibility for fostering the communications essential to this relationship. Such communications result in the effective use of taxpayer resources in delivering the service they expect.

Section 2 – Transit Planning

Generally speaking, the FMPO will be responsible for long-range planning and NAIPTA for short-range planning. Long-range is understood to mean those periods beyond 10 years away. Short range is understood to mean the next 5 Year period. Mid-term planning, between 5 and 10 years will largely be a cooperative venture.

Long Range Planning Generally speaking, the FMPO will be responsible for coordination of transportation with local land use general plans and with statewide planning efforts conducted by the Arizona Department of Transportation. FMPO will be responsible for delivering a federally compliant regional transportation plan. This includes the understanding and projection of population and employment conditions, urban form, and their interrelation with transportation. The FMPO will be responsible for development of the general policies and programs that develop the appropriate transportation systems, including transit, to properly respond to future land use conditions. This will include general recommendations on the type of transit service (e.g., express, fixed route, unregulated) and frequency (e.g., high, medium, low) that will support the desired land use policies and the pedestrian, bicycle and roadway developments required by such service. NAIPTA is a stakeholder in these processes, a participant in the FMPO board and committee structures and will be regularly consulted.

FMPO/NAIPTA Planning MOU
February 2013



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Short Range Planning Generally speaking, NAIPTA will be responsible for operations and financial planning for the transit system. This will take place in regular updates to the 5-Year Transit Plan. The 5-Year Transit Plan will be consistent with the FMPO Regional Transportation Plan. It will include, but is not limited to, ultimate route frequency (e.g., 15 minutes, etc.), stop frequency, type of bus, bus stop, and final route-path details. It also includes estimating federal revenue, local revenue, fair box recovery and other sources of revenue. Secondly, NAIPTA financial plans will be reflected in the annual FMPO Transportation Improvement Program that is compliant with relevant federal regulations. FMPO is a stakeholder in these processes and will be regularly consulted.

NAIPTA and FMPO will actively participate in each other's respective planning efforts. This includes participation or representation on boards and committees that may be achieved through participation by respective member agencies. This includes regular staff briefings and staff representation on respective project study teams. It is understood that FMPO staff will serve as liaison between NAIPTA and City of Flagstaff current planning and capital planning and programming processes, but this does not preclude NAIPTA staff from direct communications with the City.

Cooperative Funding - NAIPTA and FMPO may share planning funds on an as-needed basis. The primary factor determining allocation of funds is whether the region is engaged in a short-term or long-term planning effort. This determination will be made in the FMPO annual work program. Other factors include availability of staffing resources.

Section 3 Transit Fund Programming

Programming Criteria NAIPTA and FMPO will cooperatively develop programming criteria that reflect the policy expectations of the short and long range plans. The criteria will be identified in the transportation improvement program (TIP).

Federal Grant Applications - NAIPTA will prepare applications for federal transit funds and FMPO will be responsible for assuring their compliance with plans and the TIP.

Transportation Improvement Program - NAIPTA and FMPO will confer and be responsible for preparing the annual listing of transit programs, drafting the "sixth" year of the five-year TIP, and presenting and defending those before the FMPO board and committees. FMPO will be responsible for publishing the annual listing, assuring plan compliance, and processing any necessary amendments to the TIP.

Section 4 MOU Amendment and Termination

This MOU may be amended only by mutual agreement between the parties. This MOU may be terminated by either party with a 30-day written notice to the other party. This MOU is subject to termination pursuant to the provisions of A.R.S. 38-511.

  Date 3/4/10
David Wessel, FMPO Manager Jeff McIlhenny, NAIPTA General Manager

